

**Town of Marlow, NH**

**Emergency Operations Plan**

**2014**



**Public Release Edition**

## EXECUTIVE SUMMARY

The publication of the Town of Marlow Emergency Operations Plan (EOP) represents a concerted effort on the part of town government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

The purpose of the Emergency Operations Plan is to facilitate the delivery of all types of emergency response and to help deal with the consequences of significant disasters. The Plan outlines the planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibility to the town departments and agencies involved in coordinating the local, state and federal response activities.

For security purposes the complete EOP is distributed to a select number of town officials and is not publicly available.

### SCOPE

1. The *EOP* addresses the emergencies and disasters likely to occur as described in the *Hazard Specific Annex* as well as those natural disasters identified in the Marlow Hazard Mitigation Plan (2013).
2. The EOP includes those actions that support local and state government efforts to save lives, protect public health and safety, and protect property.
3. Comprises all local departments and agencies assigned one or more functions, activities, and/or tasks, to provide response and recovery activities in support of local operations during an emergency or disaster.
4. Provides for the integration and coordination between government, the private sector, and volunteer organizations involved in emergency response and recovery efforts.
5. Describes how state and federal resources will be coordinated to supplement local resources in response to a disaster.
6. Where possible, the **EOP** corresponds with the National Incident Management System (NIMS) of March 1, 2004. The Marlow EOP establishes the basic elements of the NIMS, including the Incident Command System (ICS).

## STRUCTURE

The Marlow **EOP** is structured in the following format:

1. The format of the **EOP** is consistent with the State of New Hampshire Emergency Operations Plan as well as the Federal Response Plan (FRP) using the ESF concept and approach to providing assistance.
2. The **Basic Plan**, which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the State departments and/or agencies in response to an emergency or disaster.
3. **Administrative Appendices** that include: a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, and hazard analysis and assessment, which serve as points of reference and information for the users.
4. **Emergency Support Functions (ESFs)** that delineate primary and/or co-primary and support agencies and describe policies, situations, concept of operations, and responsibilities; necessary standard operating procedures/guides (SOPs/SOGs) to implement functions.
5. **Annexes**, which includes: Radiological Protection, Biological, Hazard Specific Annex and Terrorism Annex.

## PLANNING ASSUMPTIONS

An emergency or disaster can occur in the town at any time, any place. It may create significant degrees of human suffering, property damage and economic hardship to individuals, local government, and the business community. The Town of Marlow assumes that there are many emergency situations that may directly produce severe consequences and the varying degrees of impact will affect the response. Hence, the following assumptions are valid:

1. The town, in conjunction with the state, is primarily responsible for natural, manmade, and technological emergency preparedness and has shared responsibilities with the state and federal government for national security preparedness.
2. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
3. That a disaster, producing a great number of casualties and wide spread damage, may occur with little or no warning.
4. Depending upon the severity of the situation, the Town of Marlow may be quickly overwhelmed with the emergency.
5. Each level of government will respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government, if required (i.e., municipality to state and state to federal government).

6. The state will modify normal operations and redirect resources to assist and support our local government in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.
7. Private and volunteer organizations, (i.e., American Red Cross, Volunteer Organizations Active in Disasters (VOAD), etc.) will provide life-sustaining relief to individuals and families, not normally available from government resources. Local and/or state agencies will assist these organizations by providing information, guidance, and coordination of relief efforts.
8. The Incident Command System (ICS) will be used as the principal on-scene incident management system to direct and control response and initial relief actions and activities.
9. Local government will continue to function under all disaster and emergency conditions.
10. Citizens expect governments to keep them informed and to provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from the effects of an emergency or disaster.
11. If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of state and local government.

## ESF DESCRIPTIONS

***ESF-1, Transportation*** – Provides for coordination, control and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

***ESF-2, Communications and Alerting*** – Provides the responsibilities and establishment of procedures to provide communications and alerting for the town. Consists of personnel and equipment, including local, state, federal, and volunteer resources essential to coordinate and disseminate information before, during, and after an impending or actual emergency.

***ESF-3, Public Works & Engineering*** – Provides for debris clearance, roads, highways and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged public buildings.

***ESF-4, Fire Fighting*** – Provides for mobilization and deployment, and assists in coordinating structural fire fighting resources to combat urban incidents; provides incident management assistance for on-scene incident command and control operations.

***ESF-5, Information and Planning*** – Provides for the overall management and coordination of the town's emergency operations in support of their government; collects, analyzes and disseminates critical information on emergency operations for decision making purposes; identifies the roles and responsibilities of local government in coordinating state and federal assistance to local government.

***ESF-6, Mass Care & Shelter*** – Manages and coordinates sheltering, feeding and first aid for disaster victims; provides for temporary housing, food, clothing, and special populations needs in situations that do not warrant mass-care systems; manages the receipt and distribution of donated goods and services; provides assistance in coordinating and managing volunteer resources.

***ESF-7, Resource Support*** – Secures resources through mutual aid agreements and procurement procedures for all ESFs, as needed; provides for coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief operations.

***ESF-8, Health and Medical Services*** – Provides care and treatment for the ill and injured; mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities; provides public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains.

***ESF- 9, Search & Rescue*** – Provides resources for ground, water, and airborne activities to locate, identify, and remove from a stricken area, persons lost or trapped in buildings and other structures; provides for specialized emergency response and rescue operations.

***ESF- 10, Hazardous Materials*** – Provides response, inspection, containment and cleanup of hazardous materials accidents or releases.

**ESF –11, Food & Water** – Identifies, secures, prepares, and/or arranges for transportation of safe food and water supplies for mass feeding to affected areas following a disaster.

**ESF- 12, Energy** – Coordinates with the private sector the emergency repair and restoration of critical public energy utilities, (i.e., gas, electricity, etc.); coordinates the rationing and distribution of emergency power and fuel.

**ESF- 13, Law Enforcement & Security** – Provides for the protection of life and property by enforcing laws, orders, and regulations, including the movement of persons from threatened or hazardous areas; provides for area security, traffic, and access control.

**ESF- 14, Public Information** – Provides for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance; coordinates a system to minimize rumors and misinformation during an emergency.

**ESF- 15, Volunteers and Donations** – Facilitates the delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

**ESF-16, Animal Health** – Establish procedures to create an Animal Response Team, which will coordinate volunteer groups, mutual aid, emergency responders, and veterinary medical personnel to respond to the needs of animals affected by disasters.

# **Hazard Specific Annex**

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## **MULTIPLE VEHICLE ACCIDENT**

### ***SITUATION***

As there are main east-west and north-south thoroughfares, substantial volumes of traffic utilize roadways within the town that could significantly impede town traffic should they become impassable.

### ***RESPONSIBILITIES (may consist of but not limited to)***

#### **Police Department**

- Initial response and assessment
- Interior and outer perimeter control
- Traffic rerouting
- Assist Fire Department and EMS Department
- Notifies and coordinates state law enforcement agencies
- Investigation of collision and/or fatalities
- Notifies Emergency Management Director

#### **Fire Department**

- Initial response and assessment
- Command and control of scene
- Extrication and rescue
- Fire Control
- Hazardous Materials Response
- Notifies and coordinates regional and state agencies regarding hazardous materials

#### **EMS**

- Implement Mass Casualty Plan
- Extrication and rescue

#### **Road Agent**

- Coordinate debris removal and clearance of local roads.
- Assist with equipment and personnel
- Assist police with road closure
- Provide containment materials for spills if requested
- Provide sand/salt of roadway if requested
- Assist with post clean-up and opening of roadway if requested
- Coordinate with NH DOT as necessary

## **HAZARDOUS MATERIALS**

### **SITUATION**

Hazardous materials may be released in an uncontrolled fashion endangering either personnel or the environment. A hazard can be in the form of solid, liquid, or gaseous contaminants.

### **RESPONSIBILITIES** *(may consist of but not limited too)*

#### **Fire Department**

- Initial response and assessment
- Command and control of the scene
- Implementation of department standard operating procedures
- Recommend protective actions to be taken
- Notify Emergency Management Director
- Coordination of mutual aid response and Hazardous Materials Teams
- Coordination of state and federal agencies in mitigating the release
- Initiate investigation of the release, in coordination with local and state police.

#### **Police Department**

- Initial response and assessment with Fire Department
- Establish perimeter security
- Establish on scene security
- Coordination of mutual aid response of law enforcement agencies
- Coordination of state police response when applicable
- Conduct criminal investigation if appropriate

#### **Road Agent**

- Assists fire and police as requested
- Provide equipment and personnel as necessary
- Assist police with road closure if necessary
- Provide containment materials for spills if requested
- Coordinate with NH DOT as necessary

#### **Emergency Management Director**

- Staff EOC as necessary
- Notify State EOC
- Assist fire and police as requested
- Assist in long term planning strategies

## **EARTHQUAKE**

### ***SITUATION***

The town is within an area prone to seismic activity. Most activity is of a minor nature yet the potential exists for a significant event.

### ***RESPONSIBILITIES (may consist of but not limited too)***

#### **Fire Department**

- Initial response and assessment
- Command and control of the scene
- Search and rescue of affected property
- Hazardous Materials Response
- Assist with evacuation

#### **EMS**

- Implementation of Mass Casualty Plan

#### **Police Department**

- Initial response and assessment
- Assist in providing emergency information to residents
- Establish perimeter control
- Establish security of affected areas
- Recommend public restrictions to the Board of Selectmen (curfew)
- Initiates Emergency Public Information System

#### **Board of Selectmen**

- Initiate Emergency Public Notification System
- Request and assist with state and federal agencies as required
- Approves instructions to residents
- Authorizes public restrictions

#### **Emergency Management Director**

- Consider activation of the EOC
- Staff EOC as necessary
- Notify State EOC
- Determine the stability of temporary shelters with the Fire Department.
- Track the deployment of personnel and equipment
- Coordinate state and federal agencies and resources

#### **Road Agent**

- Inspect and assess the municipal infrastructure
- Assist the fire department with equipment and personnel
- Inspect and assess structural stability of buildings, bridges and dams in conjunction with appropriate agencies or contractors.

## HURRICANES

### **SITUATION**

As a community on the eastern seaboard, the town is susceptible to high winds and torrential rains associated with hurricanes. The nature of many structures (wooden, mobile homes) as well as the nature of flood plains creates the potential for severe damage.

### **RESPONSIBILITIES** (may consist of but not limited too)

#### **A. At a Hurricane “Advisory”**

##### **Emergency Management Director**

- Assess the availability of department head personnel
- Discuss standby plans with department heads.
- Monitor WebEOC

#### **B. At a Hurricane “Watch”**

##### **Fire Department**

- Review general operating guidelines and availability to recall additional personnel
- Monitor weather and advise Emergency Management Director of Hurricane Watch
- Review vehicle/equipment resource status (fuel, pumps, tarps, saws)

##### **Police Department**

- Recall additional personnel, as necessary
- Staff the EOC
- Assemble available equipment
- Prepare department facilities for high winds and loss of power
- Assist the selectmen as directed by the Emergency Management Director
- Provide security to severely damaged areas
- Monitor traffic conditions and determine alternative routes where required

##### **Board of Selectmen**

- Initiate Emergency Public Notification System
- Request state and federal assistance
- Authorize procurement of additional equipment as necessary

##### **Emergency Management Director**

- Authorizes opening of emergency shelters
- Contact school custodian and/or fire department to open school
- Contacts school/shelter to begin shelter procedures
- Assembles all available equipment lists and track deployment of equipment
- Assembles all available personnel lists and track deployment of personnel
- Monitors hurricane movement and storm status
- Coordinates Marlow Citizen Corps and temporary shelters
- Review special needs facilities and personnel lists for distinct considerations (medical supplies, special transportation)
- Prepare informational bulletins for release through Emergency Public Information System
- Monitor utility services and coordinates activities
- Staffs EOC as necessary
- Coordinates emergency transportation with bus companies

**Road Agent**

- Debris clearance
- Provide traffic control devices
- Coordinate with NH DOT as necessary

**C. At a Hurricane “Warning”**

**Fire Department**

- Implement storm coverage standard operating procedure and deploy personnel
- Assemble available equipment
- Prepare department facilities for high winds and loss of power
- Assist the Road Agent as necessary
- Respond to emergencies

**Police Department**

- Recall additional personnel, as necessary
- Assemble available equipment
- Prepare department facilities for high winds and loss of power
- Provide security to severely damaged areas
- Monitor traffic conditions and determine alternative routes where required

**Board of Selectmen**

- Approves bulletins to advise town residents through the Emergency Public Information System
- Request state and federal assistance
- Authorize procurement of additional equipment as necessary

**Health Officer**

- Coordinate shelter operations
- Monitor safety of food, water and sanitation services at shelter
- Coordinate with the EMD on shelter needs

**Perkins School Principal**

- Identify availability of food, water and sanitation services
- Identify available personnel to assist with shelter operations
- Coordinate with the EMD on shelter needs

**Emergency Management Director**

- Authorizes opening of emergency shelters
- Contacts Welfare & Health Department to begin shelter procedures
- Assembles all available equipment lists and track deployment of equipment
- Assembles all available personnel lists and track deployment of personnel
- Monitors hurricane movement and storm status
- Review special needs facilities and personnel lists for distinct considerations
- Prepare informational bulletins for the public
- Monitor utility services and coordinates activities
- Staffs EOC as necessary
- Coordinates emergency transportation with bus companies
- Maintain contact with State EOC

**Road Agent**

- Debris Clearance
- Provide traffic control devices
- Coordinate with NH DOT as necessary

## **TORNADO**

### **SITUATION**

Shifting weather patterns could result in severe weather affecting the town through a “watch” issued by the National Weather Service or a “warning” involving and actual sighting in the area. Destruction from a tornado could be severe as several higher populated areas are dominated by wooden structures.

### **RESPONSIBILITIES** *(may consist of but not limited too)*

#### **Fire Department**

- Initial response and assessment
- Search and rescue
- Implement Mass Casualty Plan
- Monitor weather and advise Emergency Management Director of Tornado Watch

#### **Police Department**

- Provide security to severely damaged areas
- Provide traffic control
- Monitor weather and advise Emergency Management Director of Tornado Watch

#### **Road Agent**

- Prepare personnel and equipment upon notification of a tornado “warning”
- Maintain roadway passage
- Inspect and assess structural stability of buildings, bridges and dams in conjunction with appropriate agencies or contractors.
- Assist police department in traffic control

#### **Health Officer**

- Coordinate shelter operations, as necessary
- Coordinate with the EMD on shelter needs

#### **Emergency Management Director**

- Activates the EOC upon notification of a tornado warning
- Authorizes opening of emergency shelters
- Assembles all available equipment lists and track deployment of equipment
- Assembles all available personnel lists and track deployment of personnel
- Monitors tornado movement and storm status
- Review special needs facilities and personnel lists for distinct considerations
- Prepare informational bulletins for release through Public Notification System
- Monitor utility services and coordinates activities
- Staffs EOC as necessary
- Notify State EOC
- Coordinates emergency transportation with bus companies

## **DOWNED AIRCRAFT**

### ***SITUATION***

The town has experienced very few aircraft accidents over the years. With local and surrounding airports, the potential exists for general aviation aircraft to affect the town in an accident as a result of an in-flight emergency.

### ***RESPONSIBILITIES (may consist of but not limited to)***

#### **Fire Department**

- Initial response and assessment
- Command and control of the scene
- Fire control
- Rescue operations
- Hazardous materials response
- Coordinate outside agencies

#### **EMS**

- Implement Mass Casualty Plan

#### **Police Department**

- Initial response and assessment
- Perimeter control
- Assist Fire Department
- Provide scene security
- Assist in any evacuations
- Coordinate investigation with state and federal agencies

#### **Board of Selectmen**

- Initiates Emergency Public Notification System if required, and issues statements to the media with additional personnel as needed
- Request state and/or federal assistance if required

#### **Emergency Management Director**

- Staff EOC if required
- Notify State EOC
- Prepares information for release by PIO/Board of Selectmen
- Coordinates the needs of the emergency responders
- Establishes temporary morgues in cooperation with Health Officer
- Activate shelter operations, if required
- Coordinates the needs for the un-injured
- Coordinates the needs of the families of the injured

## **FLOODING**

### **SITUATION**

With pre-identified flood plain areas, the town is vulnerable to flooding resulting in restricted travel ways and possible evacuation.

### **RESPONSIBILITIES** *(may consist of but not limited to)*

#### **Fire Department**

- Initial response and assessment
- Command and control of the scene
- Water rescue
- Evacuation of flooded areas
- Assist with damaged buildings
- Assist with notification of residents
- Oversee the evacuation of residents

#### **Police Department**

- Initial response and assessment
- Assist with notification of residents
- Establish perimeter security of evacuated or flooded areas
- Evacuation of flooded areas
- Establish traffic rerouting
- Provide scene security
- Blockade roadways

#### **Emergency Management Director**

- Command and control of the emergency
- Consider activating EOC
- Assemble all available equipment lists and track deployment of equipment
- Track the deployment of personnel working the emergency
- Coordinate the need for emergency transportation/evacuation
- Coordinates emergency transportation with School District (buses)
- Oversee the evacuation of residents

#### **Board of Selectmen**

- Initiates Emergency Alert System and issues statement to the media
- Solicit state and/or federal assistance if required
- Initiate Emergency Public Notification System

#### **Road Agent**

- Assess road and bridge conditions
- Monitor river elevations and dams
- Maintain storm drain system
- Assist with heavy equipment
- Monitor sewer/water treatment facilities
- Fill/disperse sandbags
- Monitor erosion to roads and culvert damage
- Provide traffic control devices for flooded roads
- Coordinate with NH DOT as necessary



## **EXPLOSIONS**

### ***SITUATION***

A detonation of any origin resulting in personal injuries, structural damage or the interruption of services.

### ***RESPONSIBILITIES (may consist of but not limited to)***

#### **Fire Department**

- Initial response and assessment
- Command and control of the scene
- Provide Fire control
- Conduct search and rescue
- Stabilize structures
- Provide Emergency medical services and implement Mass Casualty Plan
- Coordinate outside agency response
- Initiate origin and cause investigation of incident to determine if intentional

#### **EMS**

- Provide emergency medical services
- Implement Mass Casualty Plan

#### **Police Department**

- Initial response and assessment
- Interior and outer perimeter control
- Traffic rerouting
- Assist with evacuation
- Assist Fire Department
- Provide scene security
- Contact State Police Explosives Division
- Coordinate investigation of the incident with cooperation of the Fire Department and State Fire Marshal's office if intentional

#### **Emergency Management Director**

- Staff EOC if required
- Notify State EOC
- Activate shelter operations if required

## **SNOW/ICE STORM**

### **SITUATION**

The town may experience an unusually severe storm for which the residents are prohibited from travel for essentials such as food or medical care or experience prolonged services outages resulting in the need for coordinated assistance.

### **RESPONSIBILITIES** *(may consist of but not limited to)*

#### **Road Agent**

- Monitor weather conditions
- Debris Clearance
- Maintain clear/sanded roadways for emergency vehicle access
- Provide traffic control devices
- Assist with barricading roadways in coordination with Police
- Provide situation reports to the Emergency Management Director

#### **Fire Department**

- Monitor weather conditions
- Implement storm coverage standard operating procedures
- Assemble available equipment and check operation.
- Prepare generators for use
- Ensure all vehicles are fueled prior to the storm
- Place 4WD units into service, if available

#### **Police Department**

- Monitor weather conditions
- Evaluate parking ban requirements
- Evaluate personnel status. Call back off duty personnel as needed
- Patrol and search for abandoned vehicles/hazards
- Place 4WD units into service, if available
- Ensure all vehicles are fueled prior to the storm

#### **Board of Selectmen**

- Initiate strategy for Continuity of Government/Operations
- Initiate the Emergency Public Notification System

#### **Emergency Management Director**

- Staff EOC as necessary
- Notify State EOC
- Assist Fire, Police and Road Agent as necessary
- Provide informational bulletins to the PIO
- Activate shelters and coordinate with the Perkins School Principal
- Track deployment of personnel and equipment
- Determine assistance needed for special needs populations
- Request/coordinate state and federal assistance
- Assess the requirements for fuel, food, and water

## **PROLONGED SERVICE OUTAGE**

### ***SITUATION***

The potential exists for essential services to be interrupted for long periods of time. Essential services are defined as: electric, potable water, natural gas, vehicle fuel shortages.

### ***RESPONSIBILITIES (may consist of but not limited to)***

#### **Fire Department**

- Assist the Emergency Management Director with personnel and equipment
- Call back off duty personnel if required
- Assist special populations with backup power

#### **Police Department**

- Increase patrol services and visibility
- Call back off duty personnel if required
- Assist the Emergency Management Director with personnel and equipment

#### **Emergency Management Director**

- Determine the extent of the emergency
- Activate shelter operations, if required
- Assist special needs populations
- Develop a restoration priorities plan
- Track progress of restoration
- Coordinate state/federal resources

#### **Road Agent**

- Assist the Emergency Management Director with personnel and equipment
- Monitor utility services repair

#### **Health Officer**

- Monitor safety of food, water and sanitation services provided at shelters

#### **Perkins School Principal**

- Identify availability of food, water and sanitation services
- Identify available personnel to assist with shelter operations
- Coordinate with the EMD on shelter needs

## **CONFLAGRATION (Fire)**

### **SITUATION**

The community has numerous large structures, tracts of woodlands and property which could affect normal operations of the community and tax its resources should they become involved in fire of significant size.

### **RESPONSIBILITIES** *(may consist of but not limited to)*

#### **Fire Department**

- Initial response and assessment
- Command and control of the incident
- Rescue trapped occupants
- Coordinate utility service requirements
- Protect exposures
- Control the fire
- Determine severity of fire threat
- Establish perimeters for forest fires
- Treat and transport injured
- Conduct fire investigations
- Assess evacuation needs if necessary

#### **EMS**

- Provide emergency medical services
- Treat and transport injured
- Implement Mass Casualty Plan

#### **Police Department**

- Initial response and assessment
- Establish and maintain a security perimeter control
- Assist the Fire Department in evacuations
- Conduct criminal investigations in coordination with the Fire Department

#### **Road Agent**

- Support Fire Department with equipment and supplies
- Conduct post incident clean-up for return to public use

#### **Emergency Management Director**

- Activate EOC if necessary
- Notify State EOC

## **CIVIL DISTURBANCE**

### **SITUATION**

A public gathering of people at one location could result in civil disorder or riot over a multitude of issues and could become well organized in a matter of a few hours or spontaneously.

### **RESPONSIBILITIES** *(may consist of but not limited to)*

#### **Police Department**

- Initial response and assessment
- Command and control of the incident
- Notify the Emergency Management Director
- Determine crowd control equipment needs and their locations
- Determine protective measures for facilities and personnel
- Establish inner and outer perimeter control
- Anticipate traffic reroute patterns and coordinate with the selectmen with the public works function
- Initiate criminal investigation
- Determine suitable facility for mass confinement if necessary
- Coordinate mutual aid law enforcement agencies
- Recommend public restrictions to the Board of Selectmen (curfew)
- Establish scene security

#### **Fire Department**

- Initial response and assessment in coordination with the Police Department
- Call back off duty personnel as needed
- Extinguish fires under the protection of the Police Department
- Provide medical assistance to the injured with Police Department
- Assist the Police Department as requested

#### **EMS**

- Provide medical assistance to the injured

#### **Board of Selectmen**

- Activate the Emergency Public Notification System
- Contact the Town Attorney if necessary
- Advise the affected businesses of anticipated events and response actions
- Request state/federal resources
- Authorize public restrictions

#### **Emergency Management Director**

- Staff the EOC as required
- Notify State EOC
- Prepare and release informational bulletins for the public
- Assist the Police Department
- Assist in notifying the public of authorized restrictions
- Coordinate state/federal agencies
- Track deployment of personnel and equipment

## **TERRORIST ACTIVITY**

### **SITUATION**

The deliberate destruction or damage to services, facilities, roadways, railways, or functions could occur at any time with or without notice and may take place in phases with the potential for additional targets.

### **RESPONSIBILITIES** *(may consist of but not limited to)*

#### **Fire Department**

- Initial response and assessment
- Command and control of the incident/unified with Police Department
- Control fires
- Search and rescue operations
- Hazardous materials response
- Evacuate area if required

#### **EMS**

- Initiate Mass Casualty Plan

#### **Police Department**

- Initial response and assessment
- Command and control of the incident/unified with the Fire Department
- Notify the Emergency Management Director
- Investigate for further threat
- Evaluate other potential targets
- Assist in evacuation if required
- Coordinate mutual aid law enforcement agencies
- Conduct criminal investigations
- Provide facilities for long term investigation
- Consider activating the Public Information System

#### **Emergency Management Director**

- Staff the EOC as required
- Notify State EOC
- Coordinate American Red Cross activities
- Request/coordinate state and federal agencies
- Tracks the deployment of personnel and equipment
- Develop strategic plan for the incident
- Assists Fire and Police Departments as required
- Coordinates evacuation process as required

#### **Road Agent**

- Maintain roadway passage
- Monitor town services
- Assist departments with personnel and equipment